

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES**

April 25, 2018

A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on April 25, 2018.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, LTCA, Vice Chair
Kim Nall, LTCA
Dr. Karen Skaff
Joseph Robert Flatt
Barbara Lester, Citizen-at-Large
Patrick Donahue
Sherry Culp

Department of Professional Licensing

Tammy Sharp, Board Administrator
Courtney Cook-Financial

Others

Quincy Ward, Board Attorney

BOARD MEMBERS ABSENT

Craig Jennings
Dr. Muhammad Babar

CALL TO ORDER

Greg Wells, board chair, called the meeting to order at 10:44 a.m.

MINUTES

Kim Nall made a motion to approve the minutes from the October 19, 2017 meeting as presented. The motion was seconded by Christopher Minnich, and the motion carried. The January 2018 meeting was cancelled due to lack of quorum.

FINANCIAL REPORT

The Board reviewed the financial reports for October, November and December of 2017 and also January, February and March of 2018.

BOARD COUNSEL REPORT

Regulations 201 KAR 6:020, 201 KAR 6:050 and HSE Qualifications briefly discussed. Robert Flatt made a motion for the Board's attorney to file necessary changes to regulations. Chris Minnich seconded and the motion carried.

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NEW BUSINESS

- NAB post mid-year meeting update made by Kim Nall. Next meeting is November 7-9, 2018.
- Review of NAB testing and score reporting for Core and NHA testing by Greg Wells.
- Six month of experience for initial licensure reviewed and discussed.
- PPC Legal Services MOA was reviewed. Motion to accept the MOA for PPC Legal Services was made by Chris Minnich and seconded by Robert Flatt. The Motion Carried.
- Annual NAB meeting was attended by Karen Skaff who provided update.
- Kim Nall provided information on NAB CE tracking service.
- Chris Minnich made a motion for DPL to issue an RFP for the Investigative Services for the Board. The motion was seconded by Robert Flatt and carried.
- A motion to pay NAB membership dues was made Karen Skaff and seconded by Kim Nall. The motion carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- #17-001
- #17-005
- #17-007
- #17-014
- #17-015
- #17-016
- #17-017
- #17-018
- #17-019
- #17-020
- #18-001

Pending Complaint Files:

- #15-026
- #17-013

New Complaint Files:

- #18-002
- #18-003
- #18-004
- #18-005
- #18-006
- #18-007

Christopher Minnich made a motion to accept the complaint committee's recommendation. Patrick Donahue seconded the motion and the motion carried.

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APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved: (16)

- Christopher Bastin
- Kristy Canter
- Chelsea Conner
- Candy Denley
- Sandra Goodin
- Heather Griffith
- Tamara Gribbins
- Erin Kamuf
- Raymond Newman
- James Ryan
- Scott Thompson
- Christina Whitney
- Christopher Williamson
- Brian Willoughby
- Hope Wilson
- Jillian Zwick

Initial Applications Deferred: (0)

Initial Applications Denied: (2)

- **Rebecca Brown**
- **Lori Cooper**

Endorsement Applications Approved: (6)

- Kimberly Cloud
- Aimee Davidson
- Deborah Labazzo
- Jodi Anne Lewton
- Julie Reed
- Scot Vandewater

Reinstatement Applications Approved: (2)

- Deborah Fitzpatrick
- William Marshall

Reinstatement Applications Denied: (1)

- **Lisa Veteto**

Reactivation Applications Approved: (1)

- Myra Raymer

Kim Nall made a motion to approve the application committee's recommendations. The motion was seconded by Robert Flatt and carried.

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CONTINUING EDUCATION COMMITTEE

The continuing education committee made the following recommendations:

Approved Continuing Education Courses/Programs (3)

- Shelly Mafia/Proactive-The New Survey Process-What Has Changed/ 4.25 hours requested/5:45 Granted
- EKV-Trauma Informed Care/Overview/Trauma Informed Care/6 Hours approved
- Amie Martin-Practical Applications Caregiver Communication and Non-Pharm Approaches/ 1 hour approved.

Deferred Continuing Education Courses/Programs (1)

- Amy Leonhardt/Council on Aging of SW Ohio

Kim Nall made a motion to approve the application committee's recommendations. The motion, seconded by Chris Minnich, carried.

NEXT MEETING

Motion was made by Robert Flatt to change the two remaining board meeting dates for 2018 to July 12, 2018 and October 24, 2018. The motion was seconded by Patrick Donahue and carried.

The next scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators will be held on July 12, 2018.

TRAVEL AND PER DIEM

Chris Minnich made a motion to approve the Board's travel and per diem expenses for the board, applications and committee meetings. Mr. Minnich seconded the motion, and the motion carried.

ADJOURNMENT

With no further business to discuss, Chris Minnich made a motion to adjourn the meeting. The motion was seconded by Robert Flatt. The meeting was adjourned by Greg Wells at 12:40 a.m.

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